



CANNON BUILDING  
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**STATE OF DELAWARE  
BOARD OF ARCHITECTS**

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Wednesday, September 5, 2018 at 1:30 p.m.</b>
<b>PLACE:</b>	<b>Division of Professional Regulation 861 Silver Lake Blvd., Conference Room C Cannon Bldg., Dover, Delaware 19904</b>
<b>MINUTES FOR APPROVAL:</b>	<b>October 3, 2018</b>

**MEMBERS PRESENT**

Paul Guggenberger, Professional Member, President  
Daniel Ridgely, Professional Member, Secretary  
Robert Maffia, Professional Member  
Todd Breck, Professional Member  
Herbert Russell, Public Member

**MEMBERS ABSENT**

Bryan Hutchison, Professional Member  
John Lynch, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Jennifer Witte, Administrative Specialist II  
Adriene Davis, Administrative Specialist II

**OTHERS PRESENT**

Nancy Payne  
Andy Wright

**CALL TO ORDER**

Mr. Guggenberger called the meeting to order at 1:33 p.m.

**REVIEW OF MINUTES**

A motion was made by Mr. Maffia, seconded by Mr. Breck, to approve the minutes from the August 8, 2018 meeting as presented. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

### **Rules and Regulations Public Hearing – 1:30 p.m.**

The hearing went on record at 1:35 p.m. The Board members were introduced. Ms. Singh advised that the purpose of today's hearing was to propose amendments to the rules and regulations that will clarify the education requirements for applicants, change the name of the NCARB training program from Intern Development Program to Architectural Experience Program, clarify that the continuing education requirements apply to calendar years and allow licensees to seek pre-approval of continuing education units. Ms. Singh marked as Board Exhibit the affidavit of publication for the News Journal. Ms. Witte verified that to date there have been no written comments received. There were no public comments. Ms. Singh advised that the period for public comment will remain open for an additional 15 days and the Board will deliberate at its next scheduled meeting. The hearing concluded and went off record at 1:37 p.m.

### **Ratify Reciprocity Applications – NCARB Certificates**

A motion was made by Mr. Breck, seconded by Mr. Ridgley, to approve the architect applications of Daniel Rectenwald, Douglas Brookbank, Jeffrey Nelson, Seth Hammonds, Darin Jellison and Louis Vandeloecht. The motion was unanimously carried.

### **Complaint Status**

#07-01-18 – Referred to the Attorney General's Office

#07-02-18 – Assigned

### **Ratify Reciprocity Applications**

A motion was made by Mr. Breck, seconded by Mr. Ridgley, to approve the ratified architect applications of Keith McCormack and Erik Larsen. The motion was unanimously carried.

### **Review of Direct Applications**

After review, a motion was made by Mr. Breck, seconded by Mr. Ridgley, to approve the architect application of Joseph D'Isabella. The motion was unanimously carried.

## **CORRESPONDENCE**

There was no correspondence.

## **OTHER BUSINESS BEFORE THE BOARD**

Ms. Witte welcomed Mr. Russell to the Board as a new public member.

Mr. Breck updated the Board from the JAC meeting that occurred in June. The Board will review its' original submission to the JAC Handbook alongside the most recent copy of the Guidelines for Delaware Building officials at the next scheduled meeting.

After the August 8, 2018 meeting, Ms. Singh submitted the Board's Bill to the Director of the Division. Mr. Mangler had several questions for the Board regarding the want and need of this Bill. After a brief discussion, it was decided that Mr. Maffia will draft a statement to the Director regarding the Bill for the Board to review at the October meeting.

#### **PUBLIC COMMENT**

There was no public comment.

#### **NEXT MEETING**

The next meeting will be October 3, 2018 at 1:30 p.m. in Conference Room B.

#### **ADJOURNMENT**

There being no further business, a motion was made by Mr. Breck, seconded by Mr. Russell, to adjourn the meeting at 2:06 p.m. The motion unanimously carried.

Respectfully submitted,

*Jennifer L. Witte*

Administrative Specialist II